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*Director*

State of California-Health and Human Services Agency  
**Department of Health Services**



**ARNOLD SCHWARZENEGGER**  
Governor

May 5, 2005

CCS Information Notice No.: 05-04

TO: ALL CALIFORNIA CHILDREN SERVICES (CCS)  
ADMINISTRATORS

SUBJECT: INVOICE INSTRUCTIONS FOR HEALTH INSURANCE PORTABILITY  
AND ACCOUNTABILITY (HIPAA) COMPLIANT SOFTWARE FOR CMS  
NET

This CCS Information Notice makes corrections to previous CCS Information Notice 05-03, release date March 16, 2005. The instructions to the county CCS programs on invoices for the HIPAA compliant software purchases for CMS Net were incorrect. The correct instructions are as follows.

These software expenses shall be applied toward each county's Fiscal Year (FY2004-05) CCS Administrative Budget and submitted on the county's quarterly expenditure invoice. A budget revision is not required by the CMS Branch. However, if the county identifies a need to submit a budget revision, please contact your Regional CCS Administrative Consultant for further direction. The County must purchase the necessary software for each CCS and CCS Medical Therapy Unit (MTU) user's workstation by **June 30, 2005**. **The County's Quarterly CCS Administrative Expenditure Invoice must reflect this one time cost of Encryption software under the "TOTAL SOURCE OF FUNDS" line and above the certification statement (see sample attached). Do not include the costs of the software in any of the five category/line items as it will be funded and tracked separately from your regular CCS Administrative expenditures.** A copy of the vendor's invoice must be attached when submitting the Quarterly Expenditure Invoice.

Your cooperation and assistance is necessary in order to comply with HIPAA requirements. Please make sure County IT support staff completes installation of desktop software, modify firewall(s)/router(s) and test network connectivity using SSH by **August 31, 2005** as we plan to disable telnet TCP port 23 effective **September 1, 2005**. **Please allow plenty of lead-time in the event you run into any problems.**

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If you have any budget related questions, please contact your Regional CCS Administrative Consultant. Please see attached list for contact names and numbers. If you have any questions regarding desktop or infrastructure changes, please contact Seth Phomsopha, at (916) 327-2338 or Lisa Wataji, at (916) 327-1593.

**Original Signed by Marian Dalsey, M.D., M.P.H.**

Marian Dalsey, M.D., M.P.H., Acting Chief  
Children's Medical Services Branch

Attachment